

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

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www.35thdistrictcourt.org

JOHN E. MACDONALD
CHIEF DISTRICT JUDGE

RONALD W. LOWE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

DEBRA KUBITSKEY
COURT ADMINISTRATOR

35th District Court Court Recorder Position

The successful candidate will serve as one of the official recorders for the Court. They will also be responsible for making and maintaining all permanent records of proceedings in compliance with the Michigan Court Rules and State statutes. Additional responsibilities are not limited to, but include preparing transcripts upon request and other administrative duties as assigned. The candidate must possess organizational, people and technical/computer skills.

Qualifications:

High school diploma or GED and successful completion of a court reporting program, and have CER certification. Must maintain licensure to ensure continued employment. Knowledge of FTR Gold preferred. Minimum two years of prior District court experience preferred.

Benefits:

This is a full-time permanent position. The compensation range, depending on experience and qualifications, is \$43,000.00-\$45,000.00. In addition to other benefits, health care benefits include optical and dental.

Interested applicants should send a resume to: Debra Kubitskey, Court Administrator, 660 Plymouth Rd., Plymouth, MI 48170. Letters of interest and resumes should be received no later than December 9, 2005.